

1 JUN 1964

MEMORANDUM FOR: Executive Officer to the Deputy Director for Support

**SUBJECT : Recommended Policies for the Provision of Furniture
and Furnishings in Overseas Quarters**

1. At your request, we have reviewed the attached study prepared by the Office of Logistics. We agree with the findings and conclusions of this very thorough and detailed study, and believe that what is now needed is a revised Agency regulation to adapt our furniture and furnishings policies to conform with the new housing regulation and present overseas conditions. We have drafted such an amendment which is attached hereto.

2. It should be noted that our proposed amendment basically accomplishes the following:

- (a) It adapts our present furniture and furnishings regulations to make them more compatible with the current housing regulations.
- (b) It raises the level of approval for exceptions from that of the Chief of Station and Chief of Operating Division to that of the Deputy Director for Support.

3. Admittedly the change in levels for approval of exceptions may well result in an initial high volume of cases being presented for DD/S approval. However, we believe that only in this manner can we insure that the varying policies and inequalities of the past will be eliminated. Also, this provides us with an opportunity to formalize and make a matter of record various exceptional situations which have been covered in the past in a local and often informal manner.

4. The study prepared by the Office of Logistics recommended that a requirement be placed on each overseas installation to submit a special

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annual report concerning costs, life expectancy and other data pertaining to Agency owned furniture and furnishings at the post. We have not included such a requirement in our proposed revision of the regulation, since we feel such a requirement is inconsistent with current efforts to reduce administrative workloads and that the desired information can be obtained through existing logistics and finance reports.

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5. It is recommended that be revised to conform with the attached draft.

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Special Support Assistant/DDS

Attachments

- 1 - Study by OL
- 2 - Draft of Amendment

HGB:lp (1 Jun 64)

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ORIGINAL ~~DOCUMENT~~ MISSING PAGE(S):

1